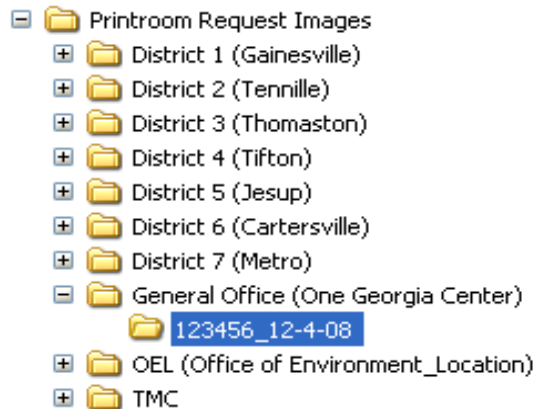


ELECTRONIC PLANS REPRODUCTION

- Place images of plans to be printed in a PI_Date folder under the appropriate office folder under:

[\\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images\](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/PCCOMMON/Printroom Request Images/)



- Send Standard Work Order Form to: printroom@dot.ga.gov
(Available from http://mygdot.dot.ga.gov/offices/designpolicies/Documents/printroom_workorderform.pdf)

- Receive notification for pick-up/distribution

Print Room Work Order Form

Submit by Email Print Form

Date Ordered:

Date Needed:

Ordered By:

Name:

Phone Number:

Project Number:

PI Number:

County:

Office:

Type of Request:

☐ PFPR / FFPR Preliminary/Final Field Plan Review Prints / ReviewStore

☐ UOC / Bridge As-Built Use on Construction/Bridge As-Built Revisions Distribution / Processing

☐ General Printing Includes Final Plans, Amendments, Etc. Prints Only

Source of Plans:

☐ Hard-Copy ☐ Previous Submission (General Prints Only)

☐ RWStore (RWStore Prints)

☐ TransPI/Sharepoint (Electronic Prints - see options below)

Print images for: ☐ Construction Plans Sheets: ALL

☐ Revisions Sheets: ALL

☐ Right of Way Plans Sheets: ALL

☐ As-Built Plans Sheets: ALL

☐ PCCOMMON/Printroom Request Images (General Printing)

☐ RD14/Use On Construction (Use on Construction Revisions)

Size/Number of Prints:

☐ Half-Size Prints Number of Sets:

☐ Full-Size Prints Number of Sets:

NOTE: Full-Size plans only to be requested for: (1) Final Plan submission to CBA or District Construction, (2) RW Plan submission, (3) Limited Utility submissions (at the discretion of the District Utility Engineer), or (4) Limited PFPR, FFPR, and UOC submissions.

Comments/Additional Information:

Revised 10/5/11

FIELD PLAN REVIEW PROCESS

"Package"

(project-specific special provisions, etc.)

PM places FPR "package" (PDF) on *ReviewStore* ([\\gdot.ad.local\gdot\Preconstruction\RoadDesign\ReviewStore\](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/ReviewStore/)) in PI_Date folder

Plans

If printing is required (Hard-Copy):

- Submit Plans & Work Order Form with *PFPR/FFPR* selected on form
- After printing, DPL is notified to pick-up plans for distribution

If printing is required (Electronic):

- Submit Work Order Form (Print Room email address) with *PFPR/FFPR* selected on form
- Place the plan images in a PI_Date folder at the following location:
[\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR\](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/Pccommon/Printroom Request Images/FPR/)

If no printing is required (Hard-Copy):

- Submit Plans/Work Order Form with no printing designated & *PFPR/FFPR* selected
- Specify to scan and load images to *ReviewStore* in *Comments/Additional Information* box at bottom of form
- After printing, DPL is notified to pick-up plans

If no printing is required (Electronic):

- Submit Work Order Form (Print Room email address) with no printing designated & *PFPR/FFPR* selected on form
- Place the plan images in a PI_Date folder at the following location:
[\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR\](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/Pccommon/Printroom Request Images/FPR/)
- Specify to load images to *ReviewStore* in *Comments/Additional Information* box at bottom of form



Electronic Plans Process Quick User Reference

Version Number: 03.05
Date: November 22, 2013
Georgia Department of Transportation
Office of Design Policy & Support
Engineering Document Management
600 W. Peachtree Street, Floor 26

http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/ElectronicPlanProcess/Electronic_Plans_Process.pdf

All electronic images (Lettings, Construction, RW, Revisions, As-Built, etc.), unless noted, shall comply with the format and naming standards below.

STANDARD FILE FORMAT

- PDF (.PDF) - 200 dpi resolution
- Full size (24x36), Monochrome
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Adobe Version 7+
- Single page PDF files

STANDARD FILENAMES

Filenames:

PI Number, underscore, numbered consecutively in increments of 0001 (except for UOC/RW Revisions)

123456_0001.pdf
123456_0002.pdf
123456_0003.pdf

ACCESSING PLANS (TRANSPi)

Internal:

<http://mygdot.dot.ga.gov/info/tpd/Pages/>



External:

<http://www.dot.ga.gov/informationcenter/transpi/Pages/ProjectSelection.aspx>

LETTINGS - ROADWAY PROJECTS

Plans submitted **by 10:00AM** on the “Original Plans to Reproduction Section” date on the Letting Schedule by:

- Hard-copy (*Brent Story, State Design Policy Engineer, Attn: EDM Group Manager*)
- CD-DVD (Files named according to standard)
 - Images scanned in correct order
 - Verification form on CD-DVD
 - Labeled: Project #, PI #, County, Letting Month
- Server (Files named according to standard)
 - Images scanned in correct order
 - Images placed in PI folder under <\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\Letting Files>
 - Verification form in folder with images
 - Email EDM Group Mgr. and EDM@dot.ga.gov with Subject Line of *Letting Files*

LETTINGS - LOCAL LET PROJECTS

No projects are to be submitted until the PM has confirmed that the project has been AWARDED.

- Hard-copy (*Brent Story, State Design Policy Engineer, Attn: EDM Group Manager*)
- CD-DVD (Files named according to standard and in correct order)
- Can contain multiple projects
 - Labeled with PI# of all projects on CD-DVD
 - Submit to EDM Group Manager
- Server (Files named according to standard and in correct order)
 - Images placed in PI_Date folder under <\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\Letting Files\Local Let Files>
 - Email EDM Group Mgr. and EDM@dot.ga.gov with Subject Line of *Local Let Files*

LETTINGS - MAINTENANCE (LETTER) PROJECTS

- Server (**AFTER AWARD** - Multi-Page PDF)
 - Images placed in PI_Date folder under: <\\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images\Letting\Maintenance Files>
 - Email EDM Group Mgr. and EDM@dot.ga.gov with Subject Line of *Maintenance Project Letting Files*

RW PLANS—PRE-APPROVAL

- Submit TWO full-size paper sets to the RW Office
- Create images of plans and place in PI_Date folder in <\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\RW> (Standard File-naming scheme of PI_0001.pdf, PI_0002.pdf, etc.)
- Send email to PlansOffice@dot.ga.gov (*plans are available*—Subject Line of: *PI# - PreApproval Plans*) and to NEPA Coordinator
- Subsequent submittals to RW Office only in paper format

RW PLANS—APPROVAL

- Receive approval email: (1) Notification of approval of RW Plans (2) Notification to submit current X-Section and Driveway Profile sheets to EDM Group
- Create images of X-Section and Driveway Profile sheets and place in PI_Date folder in <\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\XSDW>

NOTE: Filenames can vary from standard for X-S and D/W Profile images since they can be generated from PRF files instead of scanning

NOTE: If revisions occur after original submittal of the X-Section and Driveway Profile Sheets, it will be the responsibility of the District RW Team Manager to work directly with the PM to get updated x-section or driveway profile sheets for a particular parcel.

- Send email to EDM@dot.ga.gov (*plans are available*) (Subject Line of: *PI# - XS and DW Plans*)
- RW Office will publish approved RW Plans
- EDM Staff will stamp (“Preliminary”) and place submitted X-Section and Driveway Profile plans in “XSDW Plan” folder under project on RWStore

RW PLANS—REVISIONS (ELECTRONIC ONLY)

- Create and place images of revised RW Cover and RW Plans (std. file-naming scheme—named same as sheet being revised), and scanned cover/transmittal letter (PDF format—PI_0000.pdf) in PI_Date folder in <\\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\RW Revision>
- Send email to PlansOffice@dot.ga.gov, District Team Manager, DPL/PM notifying of revision (Subject Line of: *PI# - RW Revision*)
- RW Office publishes revisions

USE ON CONSTRUCTION/AMENDMENT REVISIONS & BRIDGE AS-BUILT REVISIONS

NOTE: All UOC sheets (except Cover) must contain “Use on Construction” stamp according to PPG.

- Hard-copy
 - Copy of Transmittal Letter
 - Standard Printroom Work Order Form
- Server
 - Images (std. file-naming—named same as sheet being revised) & scanned transmittal letter (PI_0000.pdf) placed in PI_Date folder under <\\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\Use On Construction>
 - Email printroom@dot.ga.gov (Location of images on form) - Not required if no printing is needed
 - Email EDM@dot.ga.gov Subject Line of *PI# - UOC*

CONSTRUCTION AS-BUILT PLANS (HARD-COPY)

sign Policy & Support, State Design Policy & Support Engineer, Attn: EDM Group Manager

- Include specific contact information in Transmittal Letter
- Plans clearly designated as “AS-BUILT PLANS” (Plans will be returned to District after scanning)

ELECTRONIC PLANS RESEARCH

[RoadDesignSearch.aspx](#)

- **TransPI Search**
Searches can be performed *By Project, By Metadata, or By Document Type* internally or externally by using the TransPI search.
- **Plans Research Request Form**
EDM Staff will perform the research based on the information you provide.

Research Request Form

Contact Information:		GDOT Employees Check This Box --> <input type="checkbox"/> Internal	
First Name	<input type="text"/>	Company	<input type="text"/>
Last Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	City	<input type="text"/>
Email Address	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
Project Information:			
Date Needed	<input type="text"/>	(Document additional requests in Comment field)	
County	<input type="text"/>	Type Plans Needed (Plan Sheets, etc.)	
Route #	<input type="text"/>	Media <input type="text"/>	
Project #	<input type="text"/>		
PI Number	<input type="text"/>		
Landmark (Intersection, Creek, Railroad, etc.)	<input type="text"/>		
Comment	<input type="text"/>		
<input type="button" value="Submit"/>			